



OFFICE OF THE DIRECTOR

# Federal Emergency Management Agency

Washington, D.C. 20472

November 8, 1993

**DIRECTOR'S POLICY – No. 3-93**

**SUBJECT: Equal Opportunity and Affirmative Employment**

1. The Federal Emergency Management Agency (FEMA) is fully committed to equal employment opportunity and the implementation of a strong affirmative employment program without regard to race, sex, religion, color, national origin, age, or disability. It is FEMA's policy to provide equal opportunity in employment for all FEMA employees, or persons being recruited for FEMA's workforce, and to prohibit such discrimination in all aspects of its personnel policies, program practices, and operations.

2. This policy statement supersedes Director's Policy Statement Nos. 6-83, Affirmative Action Program, dated September 8, 1983; and 2-86, Equal Employment Opportunity (EEO) Program, dated March 16, 1993.

3. FEMA subscribes to and implements to the fullest, the requirements of: Title VII of the Civil Rights Act of 1964, as amended; Executive Order 11478, Equal Employment Opportunity in the Federal Government, as amended; the Age Discrimination in Employment Act of 1967; the Equal Pay Act of 1962, as amended; and the Rehabilitation Act of 1973, as amended.

4. It is the Agency's policy to make reasonable accommodations to the known physical or mental disabilities of both Agency employees and applicants for employment. A variety of accommodations may be made available, including reassignment to a different position if an employee's disability prevents him or her from continuing work in the current job. In compliance with Title 44, Code of Federal Regulations, Part 16, FEMA is required to take all reasonable steps in making such accommodations for employees with disabilities; all funds for any program or activity under review must be considered as available for making these accommodations. However, accommodations for employees with disabilities are not mandatory if FEMA demonstrates that in providing such accommodations, an undue financial or administrative burden will be created, or that the accommodation will alter the fundamental nature of the program or activity under review. If determined unwarrantable to provide accommodations for employees with disabilities, a statement to that effect shall be provided by the Director, Office of Human Resources Management, who has been delegated authority to make the final decision in these matters.

5. The Multi-year Affirmative Employment Plan (AEP) will assist FEMA in fulfilling its mission by encouraging all employees to contribute to FEMA's objectives. Agency managers and supervisors are expected to take an active, ongoing part in promoting and implementing the AEP. The most effective method to achieve affirmative employment goals is full implementation within the Agency of the affirmative employment strategy.

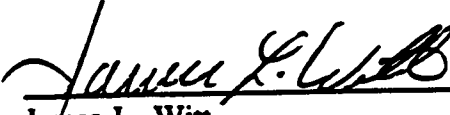
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6. Management support alone is not sufficient to implement an effective equal opportunity and affirmative employment program. The concerted effort of all of us at FEMA is necessary for this initiative to succeed. I expect managers and supervisors to dedicate themselves to this policy in a manner that yields results. All levels of supervision must undertake the responsibility of affirmative employment with the same leadership and zeal as other programmatic responsibilities, and the result should be a system of equal opportunity as required by laws and regulations.

7. I expect full support from each manager and supervisor in meeting the objectives of the AEP. Periodic evaluations will measure program accomplishments, and, where necessary, corrective actions will be taken.

  
James L. Witt  
Director